

17th May 2022

Minutes of a meeting of the Witney Allotments Association (WAA) Committee held on 17th May 2022 at Dave and Rachel's house.

Item	Discussion	Actor
1	<p>Apologies Mary Killick</p>	
2	<p>Minutes of the last meeting Minutes of the meeting held on 15th March 2022 were accepted by all committee members as a true copy of the last meeting.</p>	
3	<p>Matters arising DB reported that there had been no further issues with the GDPR issue and it was agreed that the matter be considered closed. There were no further matters arising.</p>	
4	<p>Treasurers Report Balance as at 17th May 2022 £13,884.49 Includes rent reserve £ 5,291.00 Working capital balance £ 8,593.49</p> <p>RB reported that most rent payments have been made this year (only six non-payers) - this is the best it has ever been which shows that enforcing late payment charges has definitely helped. Site reps were informed of non-payers on their sites. One non-payer is a new tenant on Newland and it was agreed that we would not enforce the late payment charge on that plot this year. From 20th May tenancies can be terminated if no payment is received.</p>	
5	<p>Waiting list and available plots 233 people are currently on the waiting list and it was estimated that it means a minimum wait of 3 – 4 years to get to the top of the list.</p> <p>BJ will suggest at the WTC meeting that we suspend the waiting list at present and do not add any more names to the list. This may also encourage the WTC to find land for another allotment site in Witney.</p>	
6	<p>Site Reps Reports</p> <p>a. Hailey Road – BB There are three vacant plots – plot 8A is not to be re-let, plot 5A has been taken up by a new tenant, but there has been no reply from the prospective new tenant for plot 32B. BB will contact them one last time explaining that if there is no response, they will be removed from the waiting list and the plot will be offered to the next person on the waiting list. The issue of the gate and the lack of security was raised again as there have been complaints about dog walkers using the site and not cleaning</p>	

	<p>up after their dogs. There are two untidy plots – one has recently covered the undug area with black sheeting, while the other has cleared the broken greenhouse glass from the plot but, when offered the option to reduce it to a half plot, they declined the offer. A weed letter will be needed for this plot. As previously agreed, weed walks will be carried out with another site rep. BF to inspect Hailey Road with BB and BB will inspect Newland with BF on 26th May. A new letter box is needed as the key for the existing one has been lost.</p> <p>b. Lakeside - DB There are potentially two vacant plots to be offered to the next two names on the waiting list. The plot next to the community plot is not available to be re-let as it is to be turned into an orchard. This has to be honoured as the WAA have been given a grant for this purpose. The orchard will be planted at the end of the summer – BJ advised of a good source of reasonably priced trees for the orchard, a nursery in Norfolk that is often visited by a Windrush Place plot holder who would be willing to collect the trees for Lakeside. A working party has been organised for the end of the month by a plot holder to tidy up near the composting area. Fencing for the composting area is still being organised – the timber cannot be delivered and is too large for a car.</p> <p>c. DB and BJ will work together to inspect Lakeside and Windrush Place. Newlands – BF Thames Water have carried out a thorough inspection to try to find the leak from the meter. They suggested that perhaps it was not being turned off properly but to call them again if the problem persists. The site mower has been taken in for a service.</p> <p>d. Windrush Place - BJ Part of the roof of the communal shed has blown off again in the recent winds. Site is running well – a few untidy plots have been persuaded to trim the weeds with the option to go down to a half plot if things do not improve. The raised beds for disabled plot holders have been reallocated.</p>	
7	<p>AGM follow up AGM minutes were accepted as a true copy of the AGM. BJ to arrange for a draft copy to be added to the website.</p>	
8	<p>Items for discussion Sheds and communal equipment It was agreed that a vote would be arranged to decide whether tenants on Hailey Road and Lakeside wanted communal gardening equipment to be bought by the WAA and stored in a secure Asgard shed on each site that all</p>	

	<p>plot holders could access and use. An email will be sent to all tenants on Hailey Road and Lakeside with three options:</p> <ol style="list-style-type: none"> a. shed with equipment. b. someone to do the grass cutting etc for the site. c. none of the above. <p>The result of the vote will decide how we proceed with the purchase of new sheds for these 2 sites..</p> <p>Working with local schools MK is hosting a visit by a local primary school to Lakeside. At the WTC meeting BJ will offer the help of the WAA to work with local schools to raise awareness and education about gardening and growing food. An email is to be sent out to all tenants to collect donations of gardening items and seeds etc for West Witney Primary School's Gardening Club.</p> <p>Servicing of WAA equipment The cost of servicing the site equipment has nearly doubled this year and BJ suggested having a contract with one person to service all WAA equipment on all sites. This would mean that there would be no need to transport the equipment as equipment would be serviced on site. BJ to speak to SS to see if he would be interested in this role. It was also discussed about the difficulties of getting volunteers to carry out the grass cutting and general site maintenance so the possibility of having a site handyman to carry out some of these roles across all sites was suggested. A contract for a certain number of hours was a possibility to be explored. The services of a WAA handyman could also be made available to plot holders, with plot holders paying for services such as rotovating a plot. A price list could be made available to plot holders for services that are being offered.</p>	
9	<p>Structure Applications Hailey Road Plot 27B – an application for a standard sized shed / greenhouse was approved.</p>	
10	<p>Any other business Petty cash It was agreed that each site will have a petty cash locked tin with a float of £100 that can be used to pay for mower fuel, strimmer cable repairs, padlocks and site sundries to a maximum of £25 per claim. Anything above £25 will need to come to RB with the site rep's approval. A sheet with the rules is to be kept with the tin and details of expenditure recorded. Once the float is below £20, the cash tin will need to be returned to RB to be reconciled and the cash topped up. Site reps need to allow one week for this. Tins and cash to be distributed to site reps at the next meeting.</p> <p>Hailey Road complaint</p>	

	The previous complaint is still under investigation.	
11	Date of Next Meeting The next meeting will be held on 21 st June 2022 at Dave and Rachel's house (or different location).	

B Jessel

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Chairman of the Witney Allotments Association (WAA)